

INFORMATION FOR PERSONS
DESIRING TO CONTEST PARKING CITATIONS

EFFECTIVE JULY 1, 1993, California Assembly Bill 408 decriminalized the adjudication of parking citations. This bill transfers the responsibility of adjudicating a parking citation from the criminal court system to the issuing agency.

Under AB 408 procedures, a citizen dissatisfied with the results of an issuing agency's internal review of a citation, may bring the citation before a neutral examiner for a personal conference, or, in the alternative, a determination by mail.

THE REQUIRED FINES TO BE POSTED FOR A NEUTRAL EXAMINATION ARE:

1. Amount of fine listed on the citation & any delinquent penalties to be paid in full.

ALL FINES MUST BE PAID IN FULL AT THE TIME OF REQUEST, FINES WILL BE FULLY REFUNDED IF THE EXAMINER DISMISSES THE CITATION.

Failure to appear for a scheduled personal conference or meet your obligation by mail may result in forfeiture (loss) of your payment.

GENERAL INFORMATION

HEARING BY PERSONAL CONFERENCE:

You will be notified of your conference date and location as soon as your Request For Hearing form is processed. Such conferences will be conducted informally but with respectful decorum.

DETERMINATION BY MAIL:

If you are seeking a determination by mail, you must submit a written declaration setting forth the reason(s) for contesting this citation. This declaration must be typed or legibly handwritten. An attached declaration sheet has been provided for your convenience.

REQUEST FOR NEUTRAL EXAMINATION OF PARKING CITATION

THIS FORM SHOULD BE COMPLETED AND RETURNED WITH PAYMENT OF REQUISITE FEES.

Payment must be payable to: CITY OF CARLSBAD

Payment to be paid in full by: Cash, Check, or Money Order

Mail to: **City of Carlsbad**
Parking Administration
1635 Faraday Avenue
Carlsbad, CA 92008-7314

Please print except where the signature is required:

Citation Number Vehicle License # Issue Date

Violation Code Location Issuing Agency

Please check below which one you choose:

_____ Personal Conference _____ Determination by mail upon
Written Declaration

PAYMENT REQUIREMENT:

Fine amount on citation: _____

Delinquency penalty (if any): _____

TOTAL SUBMITTED: _____

CITATION RECEIVED BY:

REGISTERED OWNER (if different)

First Middle Int. Last

First Middle Last

Address

Address

City State Zip

City State Zip

Phone # Social Sec#

Phone # Social Sec#

Signature Today's Date

Signature Today's Date

RESPONSIBILITY FOR PARKING VEHICLE (OPTIONAL)

I _____ admit that I parked the vehicle which was issued the above described parking citation. I understand that this statement is not an admission of responsibility as to the parking violation, but that it may be used by a neutral examiner for the limited purpose of determining responsibility for parking the cited vehicle.

I declare under penalty of perjury that the forgoing is true and correct. Executed at _____, California, on _____.
City Today's Date

_____ Signature

DECLARATION IN SUPPORT OF CHALLENGE TO CITATION
(for use in review by mail only)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.